

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

CHAPTER 11

VEHICLE SHARING AND COOPERATIVE AGREEMENTS

1. PURPOSE

This chapter states MRP policy for vehicle sharing and loaning.

2. POLICY

- a. MRP employees will share vehicle resources, when possible, within their program and with collocated or other nearby Federal offices.
- b. An 8-hour defensive driver-training course must be given to MRP and non-MRP operators as a part of the vehicle sharing agreement.

3. PROCEDURES FOR VEHICLE SHARING

- a. MRP programs using shared vehicles are accountable for the official use, protection, and recordkeeping requirements.
- b. Programs using shared vehicles are responsible for reimbursing the owning program/agency and/or paying the costs of fuel, maintenance, repairs, and tort claims for which their responsibility has been determined by MBS or equivalent authority for non-MRP agencies and cooperators.
- c. VAOs will identify vehicles that can be shared with other programs or periods of time when MRP could use another Federal agency's vehicles.
- d. Local program officials will notify other MRP programs which are collocated when a vehicle will be available for vehicle sharing or when a vehicle is needed. The number, type of vehicles available/needed, and the dates of availability/need should be identified.
- e. Area/State/regional offices will notify other Federal agencies within the immediate geographic location of vehicle availability. All offices should send a copy of the notice to the ASD, Personal Property Section.

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

4. WRITTEN AGREEMENTS FOR VEHICLE SHARING

- a. MRP programs must enter into formal written agreements when sharing vehicles with other MRP programs for more than 30 days or with other Federal Government agencies or cooperators for more than 1 week.
- b. The area/State/regional director is authorized to enter into a vehicle sharing agreement with other MRP programs or Federal agencies.
- c. The written agreement will cover the terms and conditions under which the owning and using programs/agencies agree to share the vehicle(s). At a minimum, the agreement will contain the following:
 - (1) The names and locations of the owning and using program/agency, or organization.
 - (2) The official purposes for which the vehicle will be used.
 - (3) The requirements to operate the motor vehicle, (e.g., State driver's license).
 - (4) The period of time the using program/agency will have access to the vehicle and the number of days of advance notice the owning agency requires to borrow the vehicle.
 - (5) The number of days advance notice required when the using program/agency wants to extend the established date of return. The extension must be documented in writing with copies distributed as stated above.
 - (6) The VIN and license plate numbers.
 - (7) The requirements for the completion of any reports required to reflect mileage, accidents and costs with instructions on where, how and to who to submit the forms and to remit payment.
 - (8) The requirements and procedures for vehicle storage.
 - (9) The procedures for obtaining maintenance and repairs.
 - (10) The requirements for financial reimbursement or payment of expenses for operating the vehicle.

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

- (11) The requirements for repairs that result from an accident, and replacement of the vehicle if it is declared a total loss as a result of an accident. Include instructions on billing and payment methods.
- (12) A statement that the using program/agency is responsible for all tort claims resulting from an accident.
- d. MRP Form 74, Vehicle Sharing Checklist, will be completed before and after the vehicle is shared.
- e. After the agreement has been signed by both parties, copies will be distributed to the appropriate area/State/regional office, and to ASD, Personal Property Section.
- f. Both parties involved in the vehicle sharing must cancel the agreement, in writing, once the vehicle is returned and inspected.

5. VEHICLE SHARING/LOANING UNDER COOPERATIVE AGREEMENTS

- a. MRP employees working under a cooperative agreement must:
 - (1) Follow all MRP and Federal regulations when operating the motor vehicles.
 - (2) Use the vehicles for official business only. (See chapter 1.)
- b. MRP-owned or leased vehicles must be stored in a secured area.
- c. Federal assistance employees (cooperators, State and local government, and commission) are not subject to all Federal regulations. However, they must have a valid driver's license.
- d. Supervisors must evaluate an operator's driving abilities, compliance with safety regulations, and attention to driving defensively to determine if additional training or other corrective action is needed.
- e. Operators are responsible for the protection, proper use, and service of vehicles.
- f. Work plans must be developed between MRP and cooperators, establishing the criteria for official use, maintenance and repairs, liability, accident reporting, and data submission. The agreement must clearly state the criteria for the return of the vehicles, i.e., returned in the same condition as borrowed, less normal wear.

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